

## THE BOURNEMOUTH AND POOLE COLLEGE

PART A MINUTES OF THE SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON 16  
MAY 2023

<b>Members Present:</b>		
Sue Wellman	Board Member and Chair of the Committee	
David Ford	Board Member	
Ian Jones	Board Member	
Phil Sayles	Board Member and College Principal & CEO	
<b>In Attendance:</b>		
Marianne Barnard	Director of Governance & Clerk to the Corporation	

## PART A

023-2223	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>No apologies for absence were received.</p>	
024-2223	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest noted.</p>	
025-2223	<p><b>MINUTES OF LAST MEETING &amp; MATTERS ARISING</b></p> <p>The Part A minutes of the Search &amp; Governance Committee meeting held on 3 March 2023, were confirmed as an accurate record.</p> <p><b>RESOLVED:</b> The committee approved the minutes of the meeting held on 3 March 2023.</p>	
026-2223	<p><b>REVIEW BOARD &amp; COMMITTEE MEMBERSHIP</b></p> <p>The committee noted and discussed the following:</p> <p><u>Board Members</u></p> <p>There was currently one vacancy on the Board of the Corporation – following the resignation of Karen Loftus in March 2023. The vacancy had been advertised recently via social media channels and there had been some interest. The Committee discussed the skills being sought and it was agreed that the Principal and the Chair of the Corporation would follow up with a number of potential candidates.</p> <p>It was noted that there is one Board Member whose first term of office would end in Summer 2023 and three Board Members whose first term of office would finish in 2024. The Chair of the Corporation would discuss future plans with individuals as applicable during the annual review meetings taking place in June 2023.</p>	Chair and Principal

	<p><u>Committee Membership</u></p> <p>The current Committee Membership was noted. It was confirmed that there was a vacancy on the Human Resources Committee and the opportunity to join the committee would be discussed with appropriate Board Members, at the summer term review meetings.</p> <p><u>Succession Planning</u></p> <p>It was noted that the Chair of the Corporation was in post until Summer 2024. It was noted and agreed by the committee that during academic years 2023/24 and 2024/25, with a number of significant projects being completed, it would be in the interest of the college to retain the experience and expertise of the existing Chair of the Corporation. The end date for the Chair of the Corporation would be kept under review and Board approval sought when applicable.</p> <p><u>Board Diversity</u></p> <p>It was noted that due to the broad range of ages on the College Board and with more younger members, it was agreed that whilst Board Meetings would be in person meetings during 2023/24, committee meetings would on the whole remain on Teams, to support all Board Members with attendance.</p> <p><b>RESOLVED:</b> The Committee noted the updates and actions would be followed up as recorded.</p>	
027-2223	<p><b>STANDING ORDERS</b></p> <p>The Director of Governance presented the updated Standing Orders, some minor updates had been made and these were noted by the Committee.</p> <p><b>RESOLVED:</b> The Committee noted the updates.</p>	
028-2223	<p><b>CODE OF CONDUCT</b></p> <p>The Director of Governance presented the latest version of the Code of Conduct, which was unchanged. It was agreed to share Schedule 2 - The Seven Principles of Public Life, with all Board Member, to remind them of their responsibilities.</p> <p><b>RESOLVED:</b> The Director of Governance would share schedule 2 with all Board Members, via the GVO.</p>	Director of Governance
029-2223	<p><b>COMMITTEE TERMS OF REFERENCE AND WORK PLAN 2023/24</b></p> <p>The updated Committee Terms of Reference and Work Plan for 2023/24 were reviewed and agreed.</p> <p><b>RESOLVED:</b> The updated Committee Terms of Reference and Work Plan were reviewed and agreed.</p>	
030-2223	<p><b>ANY OTHER BUSINESS</b></p> <p>No items of any other business were noted.</p>	
031-2223	<p><b>EVALUATION</b></p>	

FINAL

	It was noted that the committee had completed the required activities.	
032-2223	<b>DATE OF NEXT MEETING</b> It was noted that the next Search & Governance Committee meeting would be held on 31 October 2023.	
033-2223	<b>CONFIDENTIALITY</b> No items were confirmed as confidential.	